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# INSTRUCTION

## Identifying Training and Qualification Requirements

INSTR.005

Revision 0

Date Effective: 05/30/97

APPROVED FOR INTERIM USE:

  
W. D. Reinhart, ESH&Q/Training Manager

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## I. PURPOSE

This Work Instruction provides direction for identifying training and qualification requirements in accordance with DOE Order 5480.20A.

## II. SCOPE

This Work Instruction applies to all RMRS personnel and their sub-contractors.

## III. REFERENCES

- A. 96-RF/T&Q-0005, Training and Qualification Program; Kaiser-Hill Training Users Manual (TUM).
- B. DOE Performance-Based Training, Analysis Phase, delivered by Idaho National Laboratories (INEL).
- C. Training Resources and Data Exchange (TRADE), Job Task Analysis Guide to Good Practice, Volumes I and II.
- D. Training Accreditation Program Manuals, DOE/NE-0101T, DOE/NE-0102T, DOE/NE-0103T.

## IV. DEFINITIONS

- A. **Job and Task Analysis (JTA)** - an analysis performed on a job (what the job includes) and the task(s) (how to perform the job) to determine the content of a training program.

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- B. **Qualification Program Tracking (QPT)** - a method of tracking training and qualification requirements utilizing the current Tracking, Scheduling, and Records (TSR) system.
- C. **Training Implementation Matrix (TIM)** - an RMRS document required by DOE Order 5480.20A which describes the company and each nuclear facility's compliance with the DOE Order.
- D. **Training Implementation Plan (TIP)** - a document specific to each facility, project, program, organization, or other group of jobs or individuals which describes the training and qualification requirements for that area.
- E. **Training Needs Assessment (TNA)** - an analysis performed to identify and document training and qualification requirements for a facility, project, program, organization, or other group of jobs or individuals. TNA can also be performed when there is an operational deficiency to determine if training and/or qualifications would resolve the deficiency. Compliance training need not be analyzed, but should be identified during TNA.
- F. **Training Requirements Table (TRT)** - a table that lists training requirements and includes information such as course title, course number, course length, retraining frequency, prerequisite training, audience, scheduling, drivers, and responsible organization.

## V. RESPONSIBILITIES

- A. **RMRS Training and Qualification Manager** - Reviews all documents developed from this Work Instruction and ensures compliance with RMRS requirements.
- B. **Facility/Project Manager** - Ensures implementation of this Work Instruction and ensures cooperation of line management in development of the documents in this Work Instruction.
- C. **Line Management** - Follows direction of the Facility/Program Manager to cooperate with the Training Coordinator and the Instructor/Developer in development of documents in this Work Instruction and implementation of the training and qualification program for his/her area.
- D. **Training Coordinator** - Utilizes the information from the TNA and JTA to track and schedule training from the QPTs.
- E. **Instructor/Developer** - Follows this Work Instruction to develop the TNA and JTA and ensures inclusion of the information from these documents in QPTs, Qualification Documents, the applicable TIM appendix, and the TIP for the affected area.
- F. **Trainees** - Serve as Subject Matter Experts (SME) where possible.

## VI. INSTRUCTIONS

### A. Training Needs Assessment (TNA)

1. The Instructor/ Developer, utilizing the references from Section III of this Work Instruction, initiates a TNA for a facility, project, program, organization, or other group of jobs or individuals.
- 2.. The Instructor/Developer assembles a group of individuals (e. g., Facility/Project Manager, Line Management, Technical Support personnel, Union personnel, Training Coordinator; to include an SME) to participate in the TNA.
3. The Instructor/Developer facilitates the TNA.
  - a. Define the purpose and the scope of the TNA.
  - b. Review the documents which contain training and qualification requirements (TIM, Authorization Basis, DOE Order 5480.20A, Training User Manual, etc.).
  - c. Determine who requires training and qualifications.
  - d. Using the TRT, determine which plant wide training and qualifications the identified personnel require.
  - e. Determine which job-specific activities require a JTA.
  - f. Determine when the training will occur.
  - g. Determine who will prepare, deliver, facilitate, and administer the training and qualifications.
  - h. Prepare the final report.

### B. Job and Task Analysis (JTA)

1. The Instructor/ Developer, utilizing the references from Section III of this Work Instruction, initiates a JTA for the job-specific areas leading to qualification which were identified in the TNA.
- 2.. Assemble a group of individuals (ex: Line Management, Technical Support personnel, Union personnel, Training Coordinator; to include an SME) to participate in the JTA.
3. Perform the JTA.
  - a. Define the purpose and the scope of the JTA.
  - b. Develop a detailed listing of duty areas and tasks.
  - c. Utilize the references in Section III of this Work Instruction and sample JTA forms available through Building 060 Training and Qualifications to complete the JTA.
  - d. Prepare the final report.
  - e. File the JTA with KH training and qualifications personnel in Building 060.

### C. Documentation of Training and Qualification Requirements

1. **Qualification Program Tracking (QPT)** - Using the information from the TNA and the JTA(s), the Training Coordinator includes the identified training and qualification requirements in the appropriate QPTs.

2. **Training Implementation Plan (TIP)** - Using the information from the TNA and the JTA(s), the Instructor/Developer includes the identified training and qualification requirements in the appropriate TIP.
3. **Training Implementation Matrix (TIM)** - Using the information from the TNA and the JTA(s), the Instructor/Developer ensures consistency between the identified training and qualification requirements and the appropriate TIM Appendix.

## VII. RECORDS

<u>Document</u>	<u>Record Type</u>	<u>Disposition</u>
Job and Task Analysis (JTA) Report		Retention Period: Location: Final Disposition:
Training Needs Assessment (TNA) Report	<p>△ ?</p> <p>- NM - QA</p> <p>• QA - per.</p> <p>not per.</p>	Retention Period: Location: Final Disposition: